

## **Excerpt: Examiner Manual: OEMS Administrative Requirement 2-214**

### **Chief Examiner and Examiner Conflict of Interest Requirements**

#### **4.1.K ETHICS**

##### **Chief Examiners' Conflict**

Chief Examiners shall not arbitrate a dispute arising at an exam involving candidates from any EMT course and/or from any EMS training institution or entity with which the Chief Examiner has an ownership/financial or management connection. Such a connection exists if the Chief Examiner 1) has an ownership, other financial or management interest in the EMS training institution or entity; or 2) has acted as an Instructor/Coordinator (I/C) or aide, or otherwise assisted or participated in the instruction/evaluation of the candidate(s). Further, Chief Examiners shall also not arbitrate a dispute involving any candidate they know, either personally or professionally (e.g. employee, employer, customer, intern, student, business associate, co-worker, neighbor, relative, friend, etc.)

If a Chief Examiner believes or suspects he/she has a potential conflict of interest before an exam, he/she must disclose it, by reporting it in writing to OEMS prior to the exam. Chief Examiners who work as instructors or aides or otherwise participate in training for the same EMS training institution or entity as the one at which any of the candidates at the exam have been training, but who did not have any role in training any of those candidates, are not prohibited from serving as Chief Examiners at that exam, as long as they disclose their relationship with the EMS training institution in writing to OEMS prior to the exam.

If a Chief Examiner comes to believe or suspect he/she has a potential for conflict of interest at the time of the exam, he must take the following steps. If there is another OEMS-approved Chief Examiner present at the exam, the Chief Examiner shall ask that other Chief Examiner to arbitrate the dispute involving the candidate with whom he believes or suspects he/she has potential for a conflict of interest. If there is no other OEMS-approved Chief Examiner present at the exam, he shall assign an Examiner not involved in the dispute to arbitrate the dispute involving the candidate with whom he may have a conflict. In addition, he shall report the potential for conflict of interest and the action that was taken to avoid conflict of interest at the exam to OEMS in writing immediately after the exam.

##### **Examiners' Conflicts**

Examiners shall not examine candidates from any EMT course and/or from any EMS training institution or entity with which the Examiner has an ownership/financial or management connection. Such a connection exists if the Examiner 1) has an ownership, other financial or management interest in the EMS training institution or entity; or 2) has acted as an Instructor/Coordinator (I/C) or aide, or otherwise assisted or participated in the instruction/evaluation of the candidate(s). Furthermore, Examiners shall also not examine any candidate they know, either personally or professionally, (e.g. employee, employer,

customer, intern, student, business associate, co-worker, neighbor, relative, friend, etc.).

Accredited training institutions, Examiners and Chief Examiners shall make reasonable effort to identify, report and avoid a potential for Examiners' conflict of interest.

- Examiners are required to disclose to the accredited training institution sponsoring the exam a potential for conflict of interest as soon as they believe or suspect it exists. If potential for conflict of interest is believed or suspected prior to the exam, the Examiner shall report it in writing prior to the exam. Examiners who work as instructors or aides or otherwise participate in training for the same EMS training institution or entity as the one at which any of the candidates at the exam have been training, but who did not have any role in training any of those candidates, are not prohibited from serving as Examiners at that exam, as long as they disclose their relationship with the EMS training institution in writing to the accredited training institution prior to the exam.
- If an accredited training institution believes or suspects prior to an exam that a potential for conflict of interest exists with a particular Examiner or Examiners, it shall contact OEMS prior to scheduling that Examiner or Examiners for that particular exam. Accredited training institutions are also required to maintain records of reported potential conflict of interest and the measures taken to address such potential.

If an Examiner comes to believe or suspect at the time of the exam that a potential for conflict of interest exists, he/she must report it verbally to the Chief Examiner immediately and report it in writing to the accredited training institution immediately after the exam. If a Chief Examiner believes or suspects that an Examiner has a potential for conflict of interest with a candidate at an exam, he/she shall assign another Examiner to examine that candidate.

Chief Examiners shall ensure that a potential for conflict of interest that is identified at exams, either by Examiners or by themselves, is appropriately dealt with and reported.

### **Reporting of Conflict of Interest**

OEMS shall make conflict of interest forms available to accredited training institutions, Chief Examiners and Examiners for disclosure and reporting of any potential conflict of interest described above.